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DD/S&T 1477-68

8 April 1968

MEMORANDUM FOR: DD/S&T Member, Communications Study Group

SUBJECT   : Registry Questionnaire

Reference   : DD/S&T 1088-68, dated 18 March 1968

    1. In response to the above reference, the attached
replies from the Offices within the Directorate plus the
report of the DD/S&T Registry are forwarded as requested.

    2. The following comments are keyed to the reference
memorandum:

    (1) One - The DD/S&T Registry, 6E-45, Headquarters.

    (2) Current authorized ceiling - ███ 25X1A
        On board strength   - ███

25X1A   GS-10 - ███
        GS-06 -
        GS-05 -
        GS-04 -
        GS-03 -

        In FY 1969 the authorized ceiling will be reduced
        to five.

    (3) Current Intelligence Reports   - 57
        Cables   - 262   **DD/S&T**
        Administrative type material   - 633
        Library material (includes
          books, periodicals,
          newspapers, etc.)   - 9   **FILE COPY**
        Dispatches   - 2

    (4) Registry logs incoming and outgoing documents.
        All classifications of documents required by
        regulation and those of special interest are
        recorded. The classifications of the documents
        logged range from unclassified thru top secret,
        which includes compartmented information, i.e.

25X1A   ████████, I-KH, and SI.

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(5) DD/S&T Registry maintains current files on all documents originated within the O/DD/S&T. The Registry also files incoming documents, that are sent to the DD/S&T, in its central file. The types of materials that are filed are cables, administrative material, document receipts, USIB documents, NIE's, document control cards, etc. Cables are retained for three months and then destroyed. Administrative files are retained for three years and either destroyed or forwarded to the Records Center according to an approved Records Control Schedule. Current intelligence reports are destroyed when no longer needed. There is approximately thirty cubic feet of current records stored in the Registry.

25X1D

(6) Administrative files are organized in accordance with HB-█████. Cables are filed numerically by "In" number or "Out" number.

(7)
Internal courier and delivery service	– 12%
Special courier and escort service	– 2%
Receipting, opening and sorting mail (Disseminate and control Headquarters and Field Regulations and Notices within the O/DD/S&T, OEL, ORD, OSP and FMSAC)	– 10%
Logging and routing of mail	– 40%
Filing of documents	– 15%
Maintance of Xerox copier	– 2%
Records Administration	– 5%
Routing of cables	– 10%
Processing of Security cover mail	– 1%
Issuance of Document Control Numbers used for memoranda	– 1%
Assistance to O/DD/S&T personnel in reference to preparation to memoranda, classifications, reference service, etc.	– 1%
Serve as control point for compartmented information for several Offices in the Directorate	– 1%
Area Top Secret Control	

(8) Xerox Copier Model #914

25X1A

(9) No

█████████████████████

Chief, DD/S&T Registry

Attachments:
    Reports